



**Personnel**

**PREPARATION AND USE OF MAFB FORM 192,  
FAMILY READINESS DEPLOYMENT CHECKLIST**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This document outlines instructions for completing MAFB Form 192, **Family Readiness Deployment Checklist**. It applies to all Maxwell-Gunter active duty members and other personnel with deployment, extended TDY, or remote assignments.

- 1. Policy.** Family Readiness Checklists are given to deploying personnel during their Pre-Deployment Briefing at the Family Support Center. Individual squadron orderly rooms may also give these forms to their personnel to ensure personal readiness at all times.
- 2. Description.** Family Readiness Checklist is printed on white bond paper in a three-page folded format. It is a checklist of personal documents, properly and resident information, important telephone numbers, service agreements, and child and pet care instructions. It is designed to allow each members to fill in their specific personal information in each category.
- 3. Procedures.** The Family Readiness NCO gives each deploying member a MAFB Form 192. Members are responsible for completing the form before departing for their TDY or remote PCS. Members should leave this form along with all other important documents in a protected place of their choice.
- 4. Form Prescribed.** MAFB Form 192.

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